

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**

**ARCHITECTURAL/ENGINEERING SERVICES
HYDE-ADDISON ELEMENTARY SCHOOL COMPLEX**

Solicitation #:DCAM-13-AE-0138

Addendum No. 4

Issued: April 22, 2013

This Addendum Number 04 is issued by e-mail on April 22, 2013. Except as modified hereby, the Request for Proposals ("RFP") remains unmodified.

Item #1

Bid Form: A revised bid form is attached hereto.

Item #2

The bid is remains unchanged. Proposals are due by **April 25, 2013 at 2:00 pm EDT**. Proposals that are hand-delivered should be delivered to the attention of: Annmarie McQueen, Contract Specialist, **Frank D. Reeves Center, 2000 14th Street, NW, 8th floor, Washington, DC 20009.**

- End of Addendum No. 4 -

Attachment E

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW
Washington, DC 20009

Att'n: Mr. Brian J. Hanlon
Director

Reference: Request for Proposals
Architectural/Engineering Services – Hyde Addison Elementary School Complex

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the “Offeror”), I am pleased to submit this proposal in response to the Department of General Services’ (the “Department” or “DGS”) Request for Proposals (the “RFP”) to provide Architectural/Engineering Services for the Hyde Addison Elementary School Complex. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the “Bid Documents”) and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror’s proposal, the Design Fee (as defined in paragraph A) and the Hourly Rates (as defined in paragraph B) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal, the Design Fee, and the Hourly Rates are referred to as the “Offeror’s Bid”.)

The Offeror’s Bid is as follows:

A. Design Fee: see attached spreadsheet

The Offeror acknowledges and understands that the Design Fee covers all of the Offeror’s costs associated with the preparation of concept, schematic, design development and construction documents. A schedule of values is attached that allocates the Design Fee among the various design phases (i.e. concept, schematic, design development and construction documents).

B. Hourly Rates: see attached spreadsheet

The Offeror acknowledges and understands that the attached hourly rates are for construction administration services.

The Offeror’s Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the date of the bid.

2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____

Name: _____

Its: _____

Form of Offer Letter
Attachment 1

Schedule of Values Allocating Design Fee	Total Design Fee	Allocation of Design Fee Among Design Phases	Allocation of Fee for Construction Documents among Bid Packages
Total Design Fee			
Concept Design			
Schematic Design			
Design Development			
Construction Documents			
[INSERT DESCRIPTION OF CONSTRUCTION DOCUMENT BID PACKAGES]			
[INSERT DESCRIPTION OF CONSTRUCTION DOCUMENT BID PACKAGES]			
[INSERT DESCRIPTION OF CONSTRUCTION DOCUMENT BID PACKAGES]			
[INSERT DESCRIPTION OF CONSTRUCTION DOCUMENT BID PACKAGES]			
PLEASE COMPLETE THE SHADED CELLS			

Form of Offer Letter
Attachment 2

Hourly Rates for Construction Administration Services	Estimated Number of Hours	Hourly Rate	Total Cost
Principal in Charge	15		0
Design Principal	15		0
Project Architect	210		0
Staff Architect	210		0
Landscape Architect	50		0
Senior Mechanical Engineer	75		0
Mechanical Engineer	125		0
Senior Electrical Engineer	30		0
Electrical Engineer	90		0
Senior Structural Engineer	35		0
Structural Engineer	70		0
Other - Please Specify	0		0
	0		0
	0		0
	0		0
Total Estimated Cost of CA Services			0
PLEASE COMPLETE THE SHADED CELLS			